

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 1 OF 3

DUTY STATEMENT

Employee Name:	Current Date: 4/25/2023
Classification: Air Pollution Specialist	Position #:673-610-3887-064
Division/Office: MSCD/ILDSS	CBID: R09
Section: Innovative Light-Duty Strategies Section	
Supervisor Name: Raquel Cardenas	Supervisor Classification: Air Resources Supervisor I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor: RC	Date: 4/25/2023

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☒ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 2 OF 3

Total number of positions in Section/Branch/Office for which this position is responsible: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: 0

MISSION OF SECTION: The Innovative Light-Duty Strategies Section provides innovative approaches to equitably transform the passenger vehicle market to zero-emission.

CONCEPT OF POSITION: Under supervision, employees in this position apply scientific methods and principles in the identification, study, and solution of air pollution problems. The primary responsibilities of this position are to identify, assess, and prioritize innovative, cost-effective mobile source control strategies that reduce criteria and toxic air pollutants, as well as greenhouse gases to provide incentives for cost-effective and equitable approaches that achieve the goals of the Air Quality Improvement Program (AQIP) and low carbon transportation Greenhouse Gas Reduction Fund (GGRF) investments. This is accomplished through incentives policy development and the day-to-day implementation of consumer-based light-duty vehicle purchase incentives, including the Clean Mobility Investments projects and the California E-bike Incentive Project, and other projects overseen by the section. The position may coordinate with non-profit and community-based entities, local air districts, U.S. EPA, State agencies, the Legislature, as well as industry stakeholders to ensure that the incentive programs are developed and implemented with public input considering the policies and regulations set by CARB.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25-E	Perform technical work related to mobile source emission reduction strategies. Technical work may include the analysis of emissions and market data and the evaluation of emission control technology alternatives using scientific principles. This may be accomplished by reviewing current technical literature and technical and market data to provide the background and technical expertise for the tasks below. Once the analysis is complete, staff must be able to communicate the results of the analysis clearly and accurately to management and impacted stakeholders both verbally and in writing.
25-E	Prepare regulatory and guidance documents for the equitable implementation of mobile source vehicle purchase incentives and innovative financing programs in conjunction with the other state agencies, the Legislature, local air districts, and other affected stakeholders. Assist other state agencies, the Legislature, air districts, engine and vehicle manufacturers, and affected stakeholders with ongoing implementation issues, conduct public workshops, and oversee funding allocations and distributions.

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 3 OF 3

25-E	Prepare clear and accurate technical reports, issue papers, and regulatory documentation, which are often used for Board decisions.
10-E	Conduct outreach and coordinate with other groups within the California Air Resources Board as well as outside agencies, including local air districts, the Department of Finance, vehicle manufacturers, fuel providers, environmental organizations, and other interested stakeholders.
5-E	Travel to local air districts and other venues for workshops, workgroup meetings or other meetings to complete assignments associated with tasks above.
5-E	Assist with the development and implementation of other programs in the section including preparation of the annual funding plan.
5-E	Other duties as required, including acting as a section liaison to other programs within CARB.